

## **FINANCE ADMINISTRATOR**

**JOB TITLE:** Finance Administrator

**GRADE:** 19

**JOB CODE:** 1301

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under direction of the director of the local health department, supervises the administration of the business affairs of the local health department consistent with the rules governing Federal, State and Local grants and generally accepted accounting practices.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:** The finance administrator position is intended to provide for the planning, organization and direction of the financial affairs of a local health department. Responsibilities would include the preparation of the annual budget of the department, monitoring the budget to ensure conformance with provisions of the budget, establishing/maintaining appropriate accounting procedures that comply with rules and regulations (Federal and State), preparation of reports for the various entities requiring reports, and having considerable knowledge of the various requirements of revenues for appropriate expenditures and reporting requirements.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Prepares the annual budget of the local health department in accordance with Federal and State requirements such as the conditions of grant award, the financial management manual, and other appropriate requirements of funding sources.

Develops and maintains appropriate accounting procedures and records according to the requirement of state and federal funding agencies and the financial management manual issued by the Department of Health Services.

Prepares accurate and timely reports such as monthly financial status reports, quarterly tax, unemployment insurance, monthly FICA reports, retirement, etc.

Oversees all monies received and the investment of those monies.

Supervises employees engaged in the preparation and maintenance of financial records, budgets, inventories, accounts receivable, accounts payable and other specialized activities

Exercises budgetary control including payrolls, purchasing of supplies and equipment.

Reviews cost reports, cost based reimbursement programs to monitor the financial and operating efficiency of the agency based on existing funds and advises the director and/or other program staff.

**JOB TITLE:** Finance Administrator (Continued)

**JOB CODE:** 1301

Supervises the billing and collection of monies for health services rendered by the department.

Prepares and negotiates contracts with private, public, and corporate vendors.

Advises administrator and program staff on fiscal and personnel matters.

**SUPERVISION RECEIVED:** General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

**SUPERVISION EXERCISED:** May directly supervise accountant(s) account clerks and other related administrative staff.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Knowledge of the basic principles and standard practices of governmental accounting.

Knowledge of budget preparation and control.

Knowledge of grant procedures and practices.

Familiarity with computers and computer applications.

Ability to effectively communicate and deal with people.

**Minimum Education, Training and Experience Requirements:** Four year degree from a college or university with a major in accounting, business administration, public administration or a directly related field; and three (3) years of experience in accounting, business administration, public administration, which includes experience in budgeting, accounting, payroll and accounts payable.

**\*\*For promotional purposes an individual may be considered for this position if the individual has seven (7) years of experience which provides the required knowledge, skills, and abilities.**

Additional education may substitute for the required experience on a year for year basis.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## ACCOUNTANT

**JOB TITLE:** Accountant

**GRADE:** 14

**JOB CODE:** 1302

**DATE:** 3/20/95  
**REVISED:** 09/17/03

**GENERAL FUNCTION:** Under general direction of the Director of the local health department or the Finance Administrator, is responsible for performing professional accounting work.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Prepares and supervises preparation of the budget for the department.

Performs accounting work involved in administration of the budget.

Develops policies and methods of operations for fiscal control. Writes and sets up accounting procedure, records and controls.

Reviews financial statements and advises the director as to the availability and balance of funds.

Supervises the keeping of administrative accounts and records.

Gives technical advice on accounting matters to the director.

Processes and maintains a record of purchases of supplies, equipment and services for the department.

Initiates, approves or reconciles transactions with depository banks.

Supervises the billing and collection of monies received for health services rendered.

Writes checks necessary for the disbursement of funds.

May supervise accounting and related clerical personnel.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of relative autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May supervise account clerks and other staff in accounting/bookkeeping methods, billings, accounts receivable.

**JOB TITLE:** Accountant (Continued)

**JOB CODE:** 1302

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Comprehensive knowledge of modern accounting theories and practices. Knowledge of governmental accounting.

Ability to design and install accounting systems and ability to analyze accounting data and financial statements.

Ability to meet and deal successfully with the public.

Initiative, resourcefulness, integrity, thoroughness, accuracy and administrative ability

**Minimum Education, Training, and Experience Requirements:** Bachelors degree from an accredited college or university with a major in accounting, business administration, or public administration. No experience required.

OR

An individual may be considered for this position if the individual has seven (7) years of an equivalent combination of education and experience which provides the required skills, knowledge and abilities.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**

## **ACCOUNT CLERK**

**JOB TITLE:** Account Clerk

**GRADE:** 10

**JOB CODE:** 1304

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under direction of appropriate administrative personnel is responsible for compiling, tabulating and posting accounting and related data, prepares appropriate accounting and financial statements.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Sets up accounting procedures, records and controls and supervises the keeping of such records and accounts.

Checks for mathematical accuracy and corrects travel expense vouchers.

Maintains financial ledgers.

Checks listing of employees' gross earnings and tax deductions on payroll accounts.

Has charge of petty cash fund.

Keeps accounting records of money appropriated, allocated, and disbursed. Keeps current balances on contracts and purchases.

Checks invoices for payments and makes necessary adjustments and corrections.

Pre-audits for accuracy and completeness on various accounting documents. Prepares and audits payrolls.

Checks incoming receipts to assure that amount received conforms to amount allocated thereto.

Compiles, types and files financial reports.

Assists in maintaining financial records for special projects.

Maintains patient accounts of charges, accounts receivable and payable and delinquent accounts. Performs necessary follow-up interviews/contacts with parties responsible for account payments.

**JOB TITLE:** Account Clerk (Continued)

**JOB CODE:** 1304

**SUPERVISION RECEIVED:** Moderate supervision under standard operating procedures. Incumbent occasionally can function autonomously, with supervisor available to answer questions.

**SUPERVISION EXERCISED:** No direct supervision responsibility.

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Ability to type, use adding machine or calculator.

Ability to meet and deal effectively with the public as required.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED. Three (3) years of experience in accounting, bookkeeping, business administration, responsibilities or a closely related field.

Additional education in the field may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **PURCHASING SPECIALIST**

**JOB TITLE:** Purchasing Specialist

**GRADE:** 11

**JOB CODE:** 1305

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under the direction of the Director or other appropriate supervisor is responsible for purchasing appropriate materials, supplies, equipment, that is required to support the staff and services of the local health department. Purchasing would comply with the Financial Management Manual as issued by the Department for Health Services. The incumbent would work closely with program/supervisory staff in meeting agency requirements, work with vendors in locating materials/supplies and issuing notices for bid as appropriate.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Maintain an inventory of frequently used equipment, materials, and supplies.

- a. work with program managers and appropriate staff to determine needs for equipment/materials,
- b. order appropriate materials to reestablish inventory and/or to maintain inventory at appropriate levels.

Works with vendors concerning the purchasing of supplies and equipment.

Examines or prepares purchase orders for supplies and equipment.

Coordinates the bid process; establishes advertisement and bid data, receives bids and determines conformity with specifications.

Processes and/or pays for equipment and supplies ordered.

Compiles files on current vendor catalogue, bid orders and open-end contract orders.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** May supervise clerical staff

**JOB TITLE:** Purchasing Specialist (Continued)

**JOB CODE:** 1305

**JOB SPECIFICATIONS:**

**Knowledge and Abilities:**

Ability to use computer, calculator and typewriter.

Ability to effectively communicate with fellow workers and general public.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED, three (3) years of experience in purchasing of office supplies, materials, equipment.

Additional education and training in the field may substitute for the required experience on a year for year basis.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**



## **SENIOR ACCOUNT CLERK**

**JOB TITLE:** Senior Account Clerk

**GRADE:** 13

**JOB CODE:** 1310

**DATE:** 3/20/95

**GENERAL FUNCTION:** Under the direction of the appropriate administrative personnel, supervises accounting and related clerical staff. Assists in the training of such personnel. Compiles, tabulates and posts accounting and related clerical data; prepares simple accounting and financial statements; and does related work as required.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Plans, assigns, directs and supervises accounting and related clerical duties. Sets up accounting procedures, records and controls and supervises the keeping of such records and accounts.

Checks for mathematical accuracy and corrects travel expense vouchers. Maintains financial ledgers. Checks listing of employees' gross earnings and tax deductions on payroll accounts.

Has charge of petty cash fund.

Keeps accounting records of money appropriated, allocated, and disbursed. Keeps current balances on contracts and purchases.

Checks invoices for payments and makes necessary adjustments and corrections. Pre-audits for accuracy and completeness on various accounting documents.

Prepares and audits payrolls. Checks incoming receipts to assure that amount received conforms to amount allocated thereto. Compiles, types and files financial reports. Assists in maintaining financial records for special projects.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work.

**SUPERVISION EXERCISED:** Incumbent may supervise accounting and clerical staff.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED and five (5) years of experience in accounting, bookkeeping, business administration or a closely related field.

**JOB TITLE:** Senior Account Clerk (Continued)

**JOB CODE:** 1310

Additional education in the field may substitute for the required experience on a year for year basis.

**The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.**